

Inquire Pages - Employee Data Summary

1.	Click the Compensate Employees link. 
2.	Click the Administer Base Benefits link. 
3.	Click the Inquire link. 
4.	Click the Employee Data Summary link. 
5.	Click in the field in which you want to search. 
6.	Enter the desired information into the Last Name field. Enter a valid value, e.g. " Winter ".
7.	Click the Search button. 
8.	Click the desired entry. Click WINTER, EVAN .
9.	The page appears that allows the user to view basic job data for a particular employee. This data is helpful when determining benefits eligibility and when responding to employee benefit questions. End of Procedure.